



California Department of Consumer Affairs

www.dca.ca.gov

The Department of Consumer Affairs provides equal employment opportunities to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. The use of illegal drugs is against state and federal laws, rules governing civil service and violates the special trust placed in public servants. Applicants for state employment are expected to be drug-free.

INSPECTOR, BOARD OF PHARMACY

OPEN – NON PROMOTIONAL EXAMINATION

Salary Range: \$5,552 - \$6,305

Final Filing Date: March 11, 2005

HOW TO APPLY	This is an open-non promotional exam for the Department of Consumer Affairs. Please submit an application (STD 678) to the address indicated below. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD. NOTE: All applications must include: “to” and “from” dates (month/day/year); time base; and civil service class titles. Applications received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application, Form STD 678. NOTE: The Department of Consumer Affairs’ Selection Services Unit and/or the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if there are any changes in circumstances surrounding the original examination plan.	
WHERE TO APPLY	MAIL TO: Department of Consumer Affairs Attn: Selection Services (Michelle Gomez) P.O. Box 980428 West Sacramento, CA 95798-0428	FILE IN PERSON: Department of Consumer Affairs Attn: Selection Services (Michelle Gomez) 400 R Street, Suite 2000 Sacramento, CA 95814
SPECIAL TESTING	If you have a disability and need special testing arrangements, mark “yes” on Question #2 on the Examination and/or Employment Application. The Selection Services Unit will contact you to make special testing arrangements. Telecommunication Device for the Deaf (TDD) number is (916) 322-1700 or 1 (800) 735-2929.	
FINAL FILE DATE	March 11, 2005. Applications must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or delivered via interagency mail after the final filing date will not be accepted. It is anticipated that a Qualifications Appraisal Panel Interview will be scheduled during the month of March/April 2005.	
QUALIFICATIONS APPRAISAL PANEL	NOTE: Oral interviews will consist of a series of job-related questions designed to measure responses competitively. The panel will only take into consideration the responses to those questions.	
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION MINIMUM QUALIFICATIONS	All applicants must meet the experience requirements for this examination by March 11, 2005. NOTE: This is an open-non promotional examination. Applications will not be accepted on a promotional basis. Career credits do not apply. Possession of a valid certificate of registration as a licentiate in pharmacy issued by the State Board of Pharmacy. And Possession of a valid California driver’s license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment. And Two years of experience in the practice of pharmacy, including contact with the public.	
SPECIAL PERSONAL CHARACTERISTICS	Tact and keenness of observation.	
POSITION STATEMENT	The Inspector, Board of Pharmacy, under general direction to make inspections and investigations in connection with the enforcement of the provisions of the laws regulating the practice of pharmacy; to provide consultation and education to licensees, governmental agencies and others regarding a variety of laws and regulations related to drugs and the practice of pharmacy; and to do other related work.	
EXAMINATION INFORMATION	A competitor may be tested only once during any testing period. The testing period for this examination is 12 months. This examination will consist of a Qualifications Appraisal Panel Interview weighted 100%. It is anticipated that candidates will be given a written exercise immediately prior to his/her interview. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. Positions exist statewide with the Board of Pharmacy.	

SEE REVERSE FOR ADDITIONAL INFORMATION

EXAM SCOPE

In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively relative to job demands, each competitor’s:

QUALIFICATIONS APPRAISAL PANEL INTERVIEW – WEIGHTED 100%

Knowledge of:

- 1. Provisions of various State laws and regulations.
- 2. Uniform Controlled Substance Act.
- 3. Pharmacy Law.
- 4. Sherman Food, Drug and Cosmetic Act, and Medi-Cal regulations.
- 5. Federal laws and regulations.
- 6. Controlled Substance Act.
- 7. Food, Drug, and Cosmetic Laws.
- 8. Regulations of the Consumer Product Safety Commission pertaining to drugs.
- 9. Pharmacy supplies, equipment, and practices.
- 10. Modern methods of investigation.
- 11. Common methods used to evade pharmacy laws.
- 12. Rules of evidence, laws of arrest, and general court procedure.

Skill in:

- 1. Making investigations.

Ability to:

- 1. Interpret interrelationships of such laws and regulations, and provide expert consultation to licensees and others.
- 2. Prepare clear and comprehensive reports.
- 3. Speak before groups.
- 4. Work cooperatively with representatives of other State and Federal agencies and with local government officials.

ELIGIBLE LIST INFORMATION

An open-non promotional, statewide list will be established for the Department of Consumer Affairs. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change.

VETERANS PREFERENCE POINTS

Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination.

GENERAL INFORMATION

It is the candidate’s responsibility to contact the Department of Consumer Affairs’ Selection Services Unit at (916) 323-0375 three weeks after the final file date if a progress note is not received.

If a notice of oral interview or performance test fails to reach the competitor prior to the interview date due to a verified postal error, the competitor may be rescheduled upon written notice.

Applications are available at the State Personnel Board office, local Employment Development Department offices, the Department noted on the front of this bulletin and at www.spb.ca.gov.

If you meet the requirements to participate in this examination, you will be scheduled to participate in a competitive test in which your performance is compared with other competitors in the exam. All competitors who pass will be ranked according to their scores. Meeting the entry requirements does not assure success in the exam or placement on the employment list.

Examination Locations: Test locations are determined by the number of candidates and are limited or extended as conditions warrant. Ordinarily exams are scheduled in Sacramento, San Francisco, Los Angeles, or the spot(s) location(s) listed on the front of the bulletin.

Employment lists: Employment lists are established by competitive examination and are used in the following order, regardless of list date: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. The oldest dated list will be used first. All lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others. Competitors must be in a state of health consistent with the ability to perform the essential functions of the duties assigned to the class. A medical examination may be required. In open examinations, investigation of employment records, personal history, and fingerprinting may be required.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference is on the Veterans Preference Application form that is available from State Personnel Board offices or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.